Michigan E-Quote System
Vendor Information and Instructions

New Item Checklist

This is a checklist of all of the information needed to complete a quote for a new item. It may be helpful to have all information before logging in. Incomplete quotations are not accepted.

- ❑ Brand Name. There is a 30-character limit. Abbreviate where necessary.

- ❑ ADA. Know who your Authorized Distribution Agent is.

- ❑ Know if the item is a Value Added Package. These are bottles packaged with another item. This other item could be a 50 ml sample, or other merchandise, subject to approval. It does not include gift-wrapping, bows, or gift boxes. Indicate Yes or No.

- ❑ Know if the package is plastic. Indicate Yes or No.

- ❑ Liquor Type. Select from the drop-down menu.

- ❑ Proof.

- ❑ GTIN or UPC code. E-Quote can handle 8, 12, 13 and 14 digit codes.

- ❑ Bottle size (50ml, 100, 200, 375, 750, 1000, or 1750).

- ❑ Case Weight.

- ❑ Cases per Pallet.

- ❑ Cases per Tier (layer).

- ❑ Bottles per Case. The standard number of bottles for that size will appear in the field. If the case is a non-standard pack size, check the box. Know the reason for the non-standard size. Refer to Bulletin # 2962-17 dated September 22, 1999 for acceptable reasons (available at the E-Quote website.) Then go back and fill in the correct number of bottles per case

- ❑ Multi-pack. Know if the item is a multi-pack, and how many bottles there are per multi-pack. A multipack is two or more of the same sized items packaged for sale as one unit.

- ❑ Case Cost. Your shelf price will be calculated and displayed for you on the quote screen after you depart the case cost field.

- ❑ Federal Certificate of Label Approval. (CFM App ID.) This 14-digit number is from the Federal *Certificate of Label Approval* (COLA). It is in the upper left-hand corner of the Label Approval under the bar code. Click the Verify button to check your entry.

- ❑ Have a web site address of the specific product label images. If you give a general company website address your quotation will be rejected for correction. Click Verify to check your entry. Alternatively, vendors may email a .jpg or .gif formatted image to mlccequote@michigan.gov.

- ❑ For Value Added Packages only, have a specific web site address of the product image. If you give a general company website address your quotation will be rejected for correction. Click Verify to check your entry. Alternatively, vendors may email a .jpg or .gif image of the Value Added product to mlccequote@michigan.gov.